



STATE OF TENNESSEE
Department of Financial Institutions
Compliance Division
Nashville City Center
511 Union Street – Suite 400
Nashville, Tennessee 37219
(615)741-3186

MEMORANDUM

TO: Deferred Presentment Services Licensees

FROM: Stephen Henley, Director
Compliance Division

SUBJECT: Renewal Application and Annual Report
Required by Tennessee Code Annotated § 45-17-110

Enclosed, please find your Application for Renewal of Deferred Presentment Services License and Annual Report Form including instructions. Tennessee Code Annotated § 45-17-110 requires that both forms be completed and returned to this Department on or before **September 1, 2007**.

Please review the business name and address shown on your Application for Renewal of Deferred Presentment Services License and, if applicable, note any changes in the space provided. Business locations are presented on separate pages of the application. Please note any corrections to this information, as well. **Also, respond to the questions** and, if applicable, provide details on a separate sheet. Please sign the application and have it notarized. The renewal application must include a renewal fee of \$500 for **each** location. In addition, the licensee must maintain a minimum net worth of \$25,000 per business location.

Also, please complete the Annual Report Form that includes a balance sheet, income statement and other statistical information. The report is designed to cover the business activities conducted under the Deferred Presentment Services Act for the period **July 1, 2006 to June 30, 2007**. **Also, the income statement requires licensees to report the total amount of handling charges collected for the fiscal year**. You may wish to confer with a certified public accountant (C.P.A.) or public accountant when you prepare the annual report. Afterwards, please sign and have it notarized.

Mail the application, annual report and renewal fee to the Tennessee Department of Financial Institutions, attention Stephen Henley. If you have any questions regarding the foregoing, please contact our office at (615) 741-3186.